



***State of Washington
Department of Transportation
Notice to Consultants
Federal Funding and Policy Advocacy***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to provide Federal Funding and Policy Advocacy services for WSDOT. WSDOT will be awarding one (1) agreement. The agreement will be for four (4) years in duration and will be for approximately \$700,000.

Project Description

WSDOT seeks to continue the practice of contracting with a public affairs firm to assist in developing federal funding opportunities for transportation projects and programs, and in shaping federal legislative and regulatory transportation proposals to benefit Washington State.

The complex, often unpredictable and sometimes fast-moving nature of federal transportation policy and funding legislation requires specifically experienced on-the-scene staff with effective relationships with Congressional and committee offices. The geographic distance and time change between Washington State and Washington DC also requires a DC presence who is available to respond quickly when necessary, and who can participate in transportation-related committee hearings and work sessions as needed.

WSDOT executives and staff will augment the consultant's work by regularly communicating and meeting with Congressional Members and Staff and committee staff, in Washington DC and in the State

The specific purpose of the agreement and deliverables are:

- Collaborate with WSDOT to prepare an annual transportation program policy, and funding advocacy strategic plan;
- Monitor, and keep WSDOT informed about, Congressional activity related to federal transportation legislation;
- Advocate WSDOT policy positions and funding requests to key Congressional and Administration offices, and other federal transportation interests as warranted;
- Analyze legislative language for impact to WSDOT and Washington State, and draft proposed commentary and testimony as needed;
- Keep generally informed of key WSDOT initiatives, projects, and related state and local transportation issues; and
- Collaborate with like-minded transportation interests and coalitions as needed to pursue federal policies and funds that benefit Washington State.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications of Firm;
2. Qualifications of Project Manager and Key Staff;
3. Successfully Strategic Planning and Advocacy;
4. References/Past Performances (Prime Consultant Only); and
5. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4 and 5; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;



- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Monday, June 21, 2004:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7147.

All questions regarding the technical aspect of this request should be directed to Mr. Tim Carlile at 360-705-7026.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, June 1, 2004 and Tuesday, June 8, 2004.

Submittal Due Date: Monday, June 21, 2004.